

Services-II Branch

Diary No. 98396

Date 30/07/18

File No.A-12026/2/2018-E-III/12423/2018

Government of India

Ministry of Water Resources,

River Development and Ganga Rejuvenation

Shram Shakti Bhawan, Rafi Marg,

New Delhi, Dated 20th July, 2018

To

1. The Secretaries of all Ministries/ Department of Govt. of India as per list attached.
- ✓ 2. Chief Secretaries All State Govts./UT Administration as per list attached.
3. All organisations under M/o WR, RD & GR as per list attached.

Sub.: Publishing of advertisement for filling up of one post of Secretary in Brahmaputra Board, Guwahati a statutory body of Ministry of Water Resources, River Development & Ganga Rejuvenation on deputation (including short term contract) basis.

Sir,

I am directed to say that applications are invited for filling up of the 01 (one) post of Secretary in the pay band-4 of Rs. 37400-67,000 plus grade pay of Rs. 8900/- (6th CPC Scale) (Level-13A in 7th CPC) by deputation (including short-term contract) in the Brahmaputra Board, Guwahati a statutory body setup under an Act of Parliament (46 of 1980) under the administrative control of the Ministry of Water Resources, River Development & Ganga Rejuvenation.

2. BRIEF JOB RESPONSIBILITIES:

The Secretary shall be under the administrative control of the Board. He shall fix the meetings of the Board under the orders of Chairman and issue notices for the Board meetings. He shall prepare List of Business to be transacted at the meetings with explanatory notes on each item and circulate it to other members. He shall prepare the minutes of the proceedings of every meeting. After approval of the minutes by the Chairman, the Secretary shall communicate the decisions to the members of the Board and other authorities. Secretary shall place the Budget proposals prepared by the General Manager in consultation with the Financial Adviser before the Board for its approval.

3. ELIGIBILITY CRITERIA:

- Deputation (including short term contract): Officers under the Central Government or State Government or public sector undertakings or recognized Research Institutions or Statutory organizations:

- (A) (i) holding an analogous post on a regular basis in the present cadre or department; or
- (ii) holding the post in the pay band-4 plus grade pay of Rs. 8700/- with two years regular service in the grade; or
- (iii) holding the post in pay band-3 plus grade pay of Rs. 7600/- with six years regular service in the grade rendered after appointment thereto on a regular basis; and possessing the following educational qualifications and experience-

routed through proper channel and are accompanied with (i) Bio-data (in quadruplicate) in the Proforma as given in **Annexure-2** (ii) Photocopies of ACRs/APARs for the last five years duly attested by an officer not below the rank of Under Secretary (iii) Vigilance clearance as given in **Annexure-3** (iv) Statement giving details of major or minor penalties imposed on the officer, if any, during the last ten years as given in **Annexure-4** and (v) Integrity Certificate as given in **Annexure-5** and (vi) Cadre Clearance.

11. The details of advertisement and the application forms can also be downloaded from the Ministry's website - mowr.gov.in.

Signature valid

Digitally signed by SHALINI JUNEJA
Date: 2018.07.25 11:34:28 IST

(Shalini Juneja)

Under Secretary to the Govt. of India

Tel. No. 23714350

Annexure-1

1. Name of Post : Secretary, Brahmaputra Board, a statutory body
2. Number of Posts : 01 (one)
3. Classification : Group 'A', Non-Ministerial
4. Pay Band : Pay band-4 Rs.37,400 - 67,000 (6th CPC Scale)
5. Grade Pay : Rs. 8900/- (6th CPC Scale) (level-13A in 7th CPC)
6. Period of deputation : The period of deputation (including short term contract) including period of deputation (including short term contract) in another ex-cadre post held immediately preceding this appointment in the same or some other Organisation or Department of the Central Government or State Governments shall ordinarily not exceed five years.
7. Duties and responsibilities : The Secretary shall be under the administrative control of the Board. He shall fix the meetings of the

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- Board under the orders of Chairman and issue notices for the Board meetings. He shall prepare List of Business to be transacted at the meetings with explanatory notes on each item and circulate it to other members. He shall prepare the minutes of the proceedings of every meeting. After approval of the minutes by the Chairman, the Secretary shall communicate the decisions to the members of the Board and other authorities. Secretary shall place the Budget proposals prepared by the General Manager in consultation with the Financial Adviser before the Board for its approval.
8. Pay & Allowances : The officer selected will have the option to draw his grade pay plus deputation (duty) allowance or to have his pay fixed in the scale of pay of the deputation post in terms of Department of Personnel & Training O.M. No.6/8/2009-Estt.(Pay II), dated 17.06.2010 (as amended from time to time).
9. Qualifications, Experiences and Eligibility required for the post : Deputation (including short term contract): Officers under the Central Government or State Government or public sector undertakings or recognized Research Institutions or Statutory organizations:
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- (ii) holding the post in the pay band-4 plus grade pay of Rs. 8700/- with two years regular service in the grade; or
- (iii) holding the post in pay band-3 plus grade pay of Rs. 7600/- with six years regular service in the grade rendered after appointment thereto on a regular basis; and possessing the following educational qualifications and experience-
- i. Degree in Civil Engineering from a recognised University or equivalent; and
- ii. 12 years' experience in the field of Investigation, Planning, Design, Execution, Operation and Maintenance of Water Resources Development Projects. Environment, Administration, Management; or
- iii. 12 years' experience in the preparation of Master Plans, Comprehensive Plans for Flood Management, River Training Works and General Administration; or
- A. (i) All India Service others holding the post in pay band-4 with grade pay of Rs.8700 with two years of regular service in Central Government or State Governments and having 12 years' experience; or
- (ii) All India Service officers holding the post in

pay band - 3 with grade pay of Rs. 7600 with six years regular service in Central Government of State Governments and having 12 years' experience.

Any officer once selected shall not be allowed to withdraw or refuse to join; and it shall be the responsibility of the sponsoring authority to release the selected officers within one month of the issue of the appointment order,

10.

Age

The maximum age limit for appointment by deputation or short term contract shall not exceed fifty six years as on the closing date of receipt of applications.

Annexure-2**Bio Data Proforma**

1. Name and address (in Block Letters) :

Telephone Number :

2. Date of Birth (in Christian era) :
3. Date of retirement under Central Government Rules;
4. Educational Qualifications:
5. Whether educational and other qualifications required for the

posts are satisfied (if any qualification has been treated as equivalent to those prescribed in the rules, state the authority for the same)

Qualifications / Experience Required	Qualifications / Experience possessed by the Officer
Essential	
Desirable	

6. Please state clearly whether in the light of entries

made by you above, you meet the requirements of the post.

7. Details of employment, in chronological order (enclose a separate sheet, duly authenticated by your signature, if the space below is insufficient)

Office/Institution/organisation	Post held and service / cadre to which it belongs	From	To	Pay in the pay band and classification of post	Nature of duties

8. Nature of present employment, i.e.,

- i. Ad-hoc basis
- ii. Regular / on temporary basis
- iii. Pay in the Pay Band
- iv. Grade Pay drawn

9. In case the present employment is held on deputation /

contract basis, please state:

- a. The date of initial appointment
- b. Period of appointment on deputation / contract
- c. Name of the parent office/organisation to

which you belong

10. Additional details about present employment. Please

state whether working under:

- a. Central Government
- b. State Government
- c. Autonomous organisation
- d. Government Undertaking
- e. Universities

11. Are you in the Revised Pay Structure? If yes, give the

Date from which the revision took place and also

Indicate the pre-revised scale

12. Total emoluments per month now drawn:

13. Additional information, if any, which you would

like to mention in support of your suitability for the post. Enclose a separate sheet, if the space is insufficient.

14. Whether belonging to SC/ST

15. Remarks

Signature of the candidate

Date :

It is certified that information furnished by the applicant is verified with his / her service record and found correct.

Countersigned with office seal by the authorized signatory of the parent office

Signature of the Competent Authority

Annexure-3

VIGILANCE CLEARANCE CERTIFICATE

Certified that no vigilance case or disciplinary proceedings or criminal proceedings is either pending or contemplated against Dr./Shri/Smt./Ms....., who has applied for the post of _____ in the _____ on deputation basis.

(Authorised signatory)
Name & Office Seal :

Date: _____

Annexure-4

NO PENALTY CERTIFICATE

Certified that no minor/major penalty has been imposed during the last ten years on Dr./Shri/Smt./Ms....., who has applied for the post of _____ in the _____ on deputation basis.

(Authorised signatory)
Name & Office Seal :
Date: _____

Annexure-5

INTEGRITY CERTIFICATE

After scrutinizing Annual Confidential Report of
Dr./Shri/Smt./Ms....., who has
applied for the post of _____ in the
_____ on
deputation basis, it is certified that his/her integrity is beyond doubt.

(To be signed by an officer of the rank of Deputy Secretary or above)

Name & Office Seal :

Date: